



Workday MSS Employee Check-In Quick Reference Guide



Logging in at a store or shared company computer
Click the Workday icon on your desktop to get started:



Logging in anywhere else
Point your web browser to: <https://discounttire.okta.com>

Use your employee ID number to log in.

Forgot your password? Follow on-screen instructions if you need help signing in.



Entering a Performance Management Check-In Conversation

1. Select **Team Performance** from the Workday homepage.



Team Performance

2. Select **Start Performance Review** from the **Action** menu on the **Team Performance** page.

Start Performance Review

3. Click to choose the **Employee** you are reviewing.

Start Performance Review for Employee

Employee *	<input type="text" value="Kyle Busch (222222)"/>
Review Template *	<input type="text" value="Check-In Conversation"/>
Period Start Date *	<input type="text" value="MM / DD / YYYY"/>
Period End Date *	<input type="text" value="MM / DD / YYYY"/>

**Review Template:
Check-In
Conversation**

4. Click to choose **Check-In Conversation** as the **Review Template**.
5. Enter **Start and End Dates** for the time period.
6. Click **Submit** at the bottom of the screen.
7. Click **Open** to document your notes on the Check-In Conversation.
8. Click the edit button to begin typing your notes in the record. When you are finished, click **Next**.
9. If you want to save your work and return later to make changes, click **Save for Later**.
10. Click **Submit** to finalize the check-in activity.
*****PLEASE NOTE:** Once you click **Submit**, the notes will be viewable by your employee.***

Start Date, End Date:

Enter the start and end dates of the period for which you are checking in with the employee.

Contact: Please contact Human Resources with questions or concerns at HR_General@discounttire.com.